



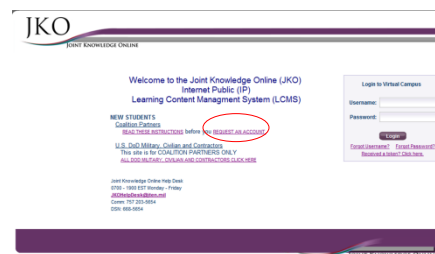
**PRINT THESE INSTRUCTIONS FIRST OR SAVE TO YOUR DESKTOP BEFORE PROCEEDING. FOLLOW INSTRUCTIONS STEP-BY-STEP TO ENSURE YOU RECEIVE CREDIT FOR YOUR TRAINING ON JKO.**

## Steps for Establishing/Updating JKO Internet Public Accounts:

- ☐ **Step 1: Login to JKO IP Learning Content Management System (LCMS).** Go to <https://jkolmsip.jten.mil> and click **"OK"** on the DoD Warning Banner. You are now at the login page for the JKO Internet Public (IP) Learning Content Management System (LCMS). To access the LCMS and begin taking training courses on JKO IP you need to establish a JKO account.

**NOTE:** The JKO IP LCMS is specifically for use by coalition partners and not U.S. personnel. **U.S. government or U.S. government contract personnel should access the JKO LCMS at <https://jkodirect.jten.mil>.**

- ☐ **Step 2: Request a JKO Account.** Click **"REQUEST AN ACCOUNT"** in the center of the LCMS login page. You may receive an Internet Explorer Security message indicating that the website is trying to open a program. Click the **"Allow"** button because this allows your system to open the **"JKO IP Account Request"** form in Microsoft Outlook.



Complete the **"JKO IP Account Request"** form providing your contact information as requested in the body of the email form, then click **"Send"** to submit your account request. Your account request will be reviewed by the JKO staff.

**NOTE: Review of account requests may take longer when submitted over a weekend or holiday. If we cannot verify your contact information as provided, you may be contacted for additional information.**

- ☐ **Step 3: Initialize Your JKO IP Account.** When your JKO IP account is approved you will receive two emails sent to the email address provided in your **"JKO IP Account Request"** response. One email contains your username and the other provides a **"token"** password required to initialize your account. When you have your username and token go to <https://jkolmsip.jten.mil>, and click the **"Received a token? Click here"** link in the grey box on the JKO IP LCMS login page.



The next screen will ask you to enter your username and token to reset the password. Enter the username and token from the two emails that you received in the appropriate fields provided. The next screen will ask you to create a new password. Follow the criteria provided on the page to enter a new password and confirm it. When you have successfully created a new password, the system will return you to the JKO IP LCMS login page where you can now login using your username and new password.

- ☐ **Step 4: Create your JKO IP profile.** First time students are automatically directed to the **"My Profile"** page to establish a JKO IP account profile. Complete all required fields (marked by \* and in bold text) on the **"My Profile"** page, ensuring you select/verify the country is correctly identified in the **"Organization"** field.

Click the **"Save"** button at the bottom of the page to return to the JKO IP LCMS student desktop page to begin taking courses.